

**Montgomery County Maryland
Public Library Meeting Room Application
Fiscal Year 2004**

Organization Name: _____

Organization Address: _____
(Montgomery County)

Organization Phone Number: () _____ Fax Number: () _____

Contact Person: _____ Daytime Phone: () _____

E-Mail Address: _____ Position with Organization: _____

Address of Contact Person: _____
(If different than organization)

Nature of Organization: _____ Nature of Meeting: _____

Number of persons expected to attend: _____ Large Room Small Room
(Must be completed) (Circle one)

Library Preference: Please indicate options for location, date, and/or hours of use. While every effort will be made to schedule your meeting site, **we cannot guarantee availability.** (**Attach additional sheet, if necessary.**)

LIBRARY NAME: **DAYS AND/OR DATES REQUESTED:** **START TIME:** **END TIME:**

1) _____

2) _____

3) _____

(One meeting per month per organization) * On Friday and Saturday, meeting rooms are not available after 4:30 PM. Group must be in the library at least one half hour (1/2 hr) prior to closing time. Those meeting rooms with Sunday hours will only be scheduled for use between September 14, 2003, and June 13, 2004.

It is understood by the users that Montgomery County assumes no responsibility whatsoever for any property placed in any county building or facility in connection with a meeting; and that the county is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

In signing this application, the organization and/or its representative agrees to the stipulations, rules, and regulations on the attached sheet. **(Please read these before signing).**

Signature of Authorized Representative **Date:** _____

Method of Payment: [] Check/Money Order (Payable to "Montgomery County, MD") [] Visa [] MasterCard

Name on Card: _____ Card # _____ Exp. Date _____

**Current user groups submitting a renewal application may fax their request to 240-777-2707.
If the contact person has changed, the application will not be confirmed until we have a photo ID for the new contact person on file. We cannot accept the photo ID by fax.*

For office use only

Approved Rental # _____ By: _____ Date: _____

In consideration for the use of a meeting room, the organization and/or its representative agrees that:

- (a) It will pay for all damages to any property of Montgomery County resulting directly or indirectly from the conduct of any member, officer, employee, agent, or guest of the organization or any other person in connection with the meeting.
- (b) It will save harmless and indemnify Montgomery County from and against any and all liability, which may be imposed upon it, for any injury to persons or property, caused by the organization or any other person in connection with the meeting.

Room reservations will **not** be confirmed without payment. Incomplete or ineligible applications will be returned. Meeting room use fees are \$4 per hour, Monday through Friday, before 6 pm; \$5 per hour after 6 pm on weekdays, and all day on weekends. Refunds will be given only if your cancellation notice is received by the Community Use of Public Facilities Office FOURTEEN CALENDAR DAYS prior to the scheduled date. There is a \$25 cancellation fee. Refund checks will not be issued for less than \$25.

Please return your completed application, payment by check or credit card, a photocopy of your driver's license, and a self-addressed, stamped envelope to: **Office of Community Use of Public Facilities, 600 Jefferson Plaza, Suite 300, Rockville, MD 20852**. Checks should be made payable to **Montgomery County, Maryland**. For Visa or MasterCard payments, please note your credit card number and expiration date where indicated (below your signature.) If you have any questions or require additional information, please call the Office of Community Use of Public Facilities at 240-777-2706.

Montgomery County Public Libraries will be closed on the following Holidays:

Independence Day - Friday
July 4, 2003

New Years Day - Thursday
January 1, 2004

Labor Day- Monday
September 1, 2003

Martin Luther King, Jr's Birthday - Monday
January 19, 2004

Veterans Day - Tuesday
November 11, 2003

President's Day- Monday
February 16, 2004

Thanksgiving Day -Thursday
November 27, 2003

Easter Sunday - Sunday
April 11, 2004

Christmas Day- Thursday
December 25, 2003

Memorial Day – Monday
May 31, 2004

In the event of inclement weather, the Department of Public Libraries will record information regarding emergency closings on the County's public information Line at 240-777-6500.

REMINDER – LIBRARY SECURITY

GROUPS MEETING IN THE LIBRARY AFTER CLOSING HOURS ARE RESPONSIBLE FOR THE FOLLOWING:

Contact person for the group should make sure the group membership leaves promptly at the specified ending time. Library Security has a schedule of all meetings and knows which groups are in the library after hours. They will assume that your group has left at the appointed time and that the library is empty. Contact person for the group should make sure the group leaves by the correct exits and that the doors are secured. (If you are unsure about the exiting procedures, please ask the library staff or call the CUPF Office for information.)

RULES AND REGULATIONS

Meeting rooms in the Montgomery County Public Library System provide an opportunity for bringing together the resources of the County and the activities of the community. To be eligible to use the Montgomery County Library Meeting Rooms, the group or organization must be based in Montgomery County, or be a Montgomery County chapter or branch of a state or national organization. Meeting rooms may be used by *non-profit* groups holding meetings of a civic or educational nature. All programs scheduled in libraries must be open to the public, and provide a service/benefit for the public good. Meeting rooms may *not* be used for public programs by *for-profit companies and/or agencies*, or for the purpose of soliciting potential clients. The following regulations must be observed in using the library meeting rooms:

- Organizations or groups may reserve Montgomery County Library Meeting Rooms **once per month**, and are limited to 3 hours maximum meeting time. For weekend use, the time blocks are 10 am – 1 pm; and 1:30 pm – 4:30 pm. Additional time can be accommodated, if requested within 2-4 weeks of the event, and the room is available.
- Every organization or group will be responsible for **closing windows, turning off lights, and straightening up the meeting rooms at the end of the meeting**. Security of a county facility will remain a county government responsibility.
- **All members of the organization and the audience attending a meeting must vacate the county facility by the time shown on the meeting permit.**
- The Chevy Chase Community Library, Gaithersburg Regional Library, and Kensington Park Community Library have pianos that may be used for recitals. Groups may schedule two recitals per year. **In addition to the hourly fees, a \$25.00 piano tuning fee is to be paid to the library staff prior to each piano use.**
- Organizations requiring a public address system must make their own arrangements with an outside company. Groups must also provide for their own audio/visual equipment needs. (Library does not make any equipment available.)
- Equipment belonging to an organization or group using a County facility may not be stored in a County building between meetings.
- Tipping of county employee(s) is not permitted.
- Neither the name nor the address of the County building or facility may be used as the official address or headquarters of an organization.
- **No admission fees, promotions or advertising campaigns directed at PROFIT making may be conducted.**
- Montgomery County communication systems such as telephone, radio, Teletype, internet access, etc. will not be used during meetings, to promote future meetings, or to disseminate information to members of an organization.
- Posting of bulletins, schedules, posters and announcements, etc., concerning the scheduled meetings shall be limited to official bulletin boards and will require prior approval of the facility manager of the building.
- Only light refreshments (e.g. coffee, punch, and non-alcoholic bottled drinks) and snacks (**not meals**) may be served. **All trash generated by the group must be removed from the premises.** The County does not furnish coffee urns, dishes, or other equipment. All rules or regulations of food service for specific buildings will be observed.
- The Chief Administrative Officer may refuse the use of a county facility if it appears that the use may likely provoke or add to a public riot or a breach of the peace, or create a clear and present danger to the peace and welfare of the county.
- Future privileges, for use of any county facility by an organization or group may be refused for infractions of any of the rules and regulations outlined in this document.